



## POLICY STATEMENT

<b>Subject: Nepotism</b>	<b>Issued:</b> 11/20/2008	<b>Policy Section:</b> HR
	<b>Revised:</b> 03/06/2017	<b>Page:</b> 1 of 3
	<b>Reviewed:</b> 03/06/2017	

The Department of Economic Development may employ staff who are relatives or who are involved in an intimate relationship with one another. However, the Department retains the right to deny employment, transfer or promotional opportunities or to reassign existing employees to ensure that nepotism does not undermine the best interests of the Department, employees and customers.

### Resources

- Harassment & Discrimination Policy
- Missouri Constitution, Article 7, Section 6

### Definitions

*Nepotism* -- Favoritism shown to relatives or close friends by those with power or influence.

*Relative* – Employees are considered relatives if related by blood, marriage, adoption or other legal action, to the fourth degree, or are members of the same household. This would include, but not be limited to, a mother, father, husband, wife, son daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece or cousin relationship.

*Intimate Relationships:* Intimate relationships are those that involve dating, sexual activity and/or romantic involvement.

### Employment of Relative Guidelines:

1. An employee will not be permitted to directly supervise a relative or an employee with whom he or she has or has had an intimate relationship.
2. An employee will not be permitted to participate in making employment decisions affecting a relative or an employee with whom he or she has or has had an intimate relationship.
3. An employee may not occupy a position that potentially or actually entails influence over the employment, career progression, salary administration or other related matters of a relative or someone with whom he or she has or has had an intimate relationship.
4. Employees who marry or become members of the same household during their employment with the Department are treated in accordance with these guidelines.



## POLICY STATEMENT

<b>Subject: Nepotism</b>	<b>Issued:</b> 11/20/2008	<b>Policy Section:</b> HR
	<b>Revised:</b> 03/06/2017	<b>Page:</b> 2 of 3
	<b>Reviewed:</b> 03/06/2017	

### Conflicts of Interest:

If the Department determines that a conflict of interest with the potential for nepotism exists, Human Resources and the appropriate supervisor, manager or Department director will apply one of the following options to alleviate such conflict:

1. Find a suitable position within the Department to which one of the employees may transfer. If an equivalent position is not available, seek a voluntary demotion from one of the employees.
2. Reassign job duties in order to minimize problems of direct or indirect supervisory relationships.
3. If it is not possible to either transfer or reassign job duties in order to accommodate both employees, offer one of the employees the opportunity to resign.
4. If neither employee accepts the offer to resign, the Department will terminate the employee with the least seniority unless one employee has unique skills specific to the Department's needs.

### Applicant and Employee Responsibility:

1. Prior to accepting employment or a new assignment, such as a transfer or promotion, an applicant or employee must notify Human Resources of any known relatives or employees with whom he or she has an intimate relationship within the Department.
2. An employee is responsible for notifying Human Resources if he or she becomes a relative of or enters into an intimate relationship with someone whom he or she directly or indirectly supervises.

### Supervisor Responsibilities:

A supervisor and/or manager shall notify Human Resources of any known relationship (relative or intimate) with any employee with respect to whom he or she is recommending any employment action, whether positive or disciplinary.

### Human Resources Responsibilities:

1. Review notifications of known relatives or intimate relationships reported through the application or employment process.
2. Evaluate the impact of the relationship (relative or intimate), including the potential adverse effect on supervision, safety, security, or morale resulting from nepotism or perceived nepotism.



## POLICY STATEMENT

<b>Subject: Nepotism</b>	<b>Issued:</b> 11/20/2008	<b>Policy Section:</b> HR
	<b>Revised:</b> 03/06/2017	<b>Page:</b> 3 of 3
	<b>Reviewed:</b> 03/06/2017	

3. Discuss concerns with appropriate parties (e.g. supervisor, manager, Division Director, Director of Administrative Services).
4. Notify the applicant and/or employee and supervisor/manager of the determination.
5. Evaluate notifications of current or new employee relationships (relative or intimate) to determine if there is a conflict of interest.
6. No employee in the human resources unit will process any personnel actions for a relative or someone with whom he or she has an intimate relationship.